



**MEETING NOTICE FOR MEMBERS AND GUESTS
OF THE DIVISION OF THE STATE ARCHITECT (DSA)
ADVISORY BOARD**

Agenda Available for download at:

<http://www.dsa.dgs.ca.gov/DSANews/default.htm>

POLICIES AND PROCEDURES COMMITTEE

A Public meeting will be held on:

Tuesday, December 14, 2004

9:30 a.m. – 3:00 p.m.

California Community Colleges Building

1102 Q Street, Sacramento, CA

5th Floor, Conference Room A (#5000)

(916) 445-8100

Committee/Advisory Board Members: To ensure a quorum; if you are unable to attend please notify Elena Tarailo as soon as possible, **not later than Thursday, December 9, 2004.**

All Questions: May be directed to Elena Tarailo (916) 445-0119 or elena.tarailo@dgs.ca.gov.

Reminder: Please call (916) 327-7230 on **Monday, December 13, 2004** after 3:00 pm to confirm that the meetings will take place as scheduled.

Committee Members

Lowell Shields*, Chair

Gale Bate*

Kurt Cooknick

Kerry Clegg*

Rich Henry*

Art Ross*

David Smith*

* = DSA Advisory Board Member

Agenda

- I. Introductions
- II. Review of Previous Meeting Minutes

- III. Review Follow Up Items from Prior DSA Advisory Board
 - (01.01.02) Membership Terms/Expirations
 - (01.01.03) Operational Guidelines
 - (01.01.10) Discuss Policies and Procedures Document Changes (Proposed June 2004)
 - (01.01.17) UDC Membership Requirements
- IV. Inviting non-board members to participate or join DSA AB committees
- V. Discuss Increasing Board Membership to include Representatives from a Charter School and a Community College
- VI. Review List of Follow Up Items from Policies and Procedures Committee Meetings
- VII. Recap of ACM-1 Meeting and Current Appeals Process
- VIII. Discuss Possible New Committee - Community Colleges Policy Committee
- IX. Reactivation of DSA Academy
- X. Meeting Summary; Next Steps
- XI. Public Comments
- XII. New Business/Schedule Next Meeting
- XIII. Adjournment

The meeting facilities and restrooms are accessible to the physically disabled. Requests for accommodations for the disabled (assisted listening device, sign language interpreters, teleconference equipment, etc.) should be made to the Division of the State Architect Advisory Board office - **no later than 5 working days** prior to the day of the meeting.

DIRECTIONS

From I-5

Take the Q Street exit, East. Continue on Q Street. The building is located on Q St. between 11th and 12th.

From the Bay Area, Capital City Freeway (Business 80)

Take the 5th Street exit. Turn left onto 5th Street. Continue on 5th Street to Q Street. Turn right on Q Street. The building is located on Q St. between 11th and 12th.

From the East, Capital city Freeway (Business 80)

Take the P Street exit. Turn right on P Street. Turn left on 11th Street. The building is located on Q St. between 11th and 12th.

Airport Shuttle Service is Available from Sacramento International Airport